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PERSONNEL

FILE C2M9

ESTIMATED ANNUAL INPUT AND PROCESSING CASELOAD

FY 1972-1976

As an aid in the Program Call for FY 1972-76, the Office of Personnel is distributing the attached estimate to the Office of Medical Services, Office of Security and Office of Training as well as using it in its own Program Call preparation.

The planning assumptions underlying the forecast are:

The Agency will begin FY 1972 with a population equivalent to the current ceiling reduction planned for FY 1970-71.

The annual attrition rate will reduce to 9.5%.
(The reduction in the attrition rate from its current level of 11.2% is based on experience in lean times.)
The Agency will be recruiting essentially against losses.



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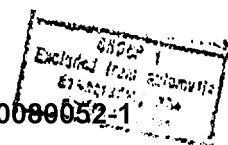
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1. The Office of Personnel, in coordination with the Career Services, has identified each Table of Organization position as belonging in one of the following occupational categories: Professional, Clerical, Technical, Commo Professional, Commo Technical.
2. In processing personnel actions, each Agency employee's occupation is identified, for computer purposes, with the position he fills, e.g., a clerical employee assigned to a "professional" position will appear on all personnel reporting system machine runs as a professional.
3. This practice obscures for management the professional-clerical mix of its personnel resources, detracts from accurate reporting, and invites poor slotting practices in that there is not always present a reasoned action when a clerical moves to professional responsibilities. In the latter instance, it can affect the accuracy of Advanced Staffing Plans.
4. The attached paper proposes a system by which all Agency employees may be identified by occupational qualifications, wherever assigned.
5. This will mean that the Agency Personnel Ceiling Reporting System, which is our only effective manpower control mechanism, will provide top management with the following information:
 - (a) Precise Agency clerical requirements and on-duty clerical personnel available to meet these requirements.
 - (b) Professional requirements of the Agency and the number of professional employees available, or needed, to meet these requirements.
 - (c) An accurate picture of the employee mix in terms of promotion headroom. This is particularly desirable between GS-7 and GS-11 grade ranges where gross statistics tend to make fuzzy the professional-clerical mix.
6. It will facilitate, for the various Career Services, determinations concerning the advancement of desirable and qualified clerical personnel into professional ranks. Conversely, the young professional in a clerical job for training purposes will not lose his "professional" status. The accuracy of Advanced Staffing Plans will be enhanced.
7. The attached paper makes the following recommendations:
 - (a) The Office of Personnel to work with the Career Services in providing appropriate occupational category titles for all Agency employees.
 - (b) Career Services to make use of assessment and evaluation reports to assist in determining the qualifications of an employee for a permanent change to a different category (i.e., clerical to professional or technical). The Clandestine Service has already developed a program in coordination with the Psychological Services Staff for this purpose.
 - (c) The Office of Personnel to provide monthly strength reports indicating the numbers of people and positions by categories. Periodic reports indicating mis-matches of people and positions will also be provided.

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